

CIM Step 1—Gather and Inquire: Data Drill Down (required)

Description

Data Drill Down is a required CIM Step 1 activity for all Targeted Level 1 and 2 LEAs developing CIM Plans in 2024. The CIM Team will use information from the Data Drill Down activity, combined with information from other Step 1 activities including Student Record Review, Parent Input, and Consolidation, as applicable, to identify specific problem areas the LEA will address in the Root Cause Analysis portion of CIM Step 2.

The Data Drill Down activity has multiple components, including Data Gathering, Generation of Data Reports, Data Analysis, and Summarization of Findings, described below.

Data Gathering: The CIM Team will gather both quantitative and qualitative data, including local data, and identify additional data helpful to the development of their CIM plan. More specifically, the data should be varied, well-defined, and include (but not be limited to) data applicable to finding root causes contributing to the LEA's identification in the Targeted Monitoring tier, as well as its level (1, 2, or 3). The data should originate from both special education and general education, and include academic, placement (least restrictive environment—LRE), discipline, engagement, climate, and attendance elements.

Generation of Data Reports: The LEA must disaggregate data by subgroups and create data reports for each subgroup on key Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) elements. The subgroups are as follows:

- Race/ethnicity
- Disability
- Placement
- Age
- School site

The key FAPE in the LRE elements for which the LEA must disaggregate data in accordance with the above subgroups are as follows:

- School-age performance elements (as applicable)
 - English proficiency
 - math proficiency
 - suspension rate
 - chronic absenteeism rate
 - rate of students in regular classes 80% or more of the day
 - rate of students inside the regular class less than 40% of the day
- Preschool performance elements (as applicable)
 - average rate of child outcomes (based on assessments of social skills, knowledge, etc.)
 - rates of suspension and expulsion

- rate of students in regular classes most of the time
- rate of students in separate schools or placements most of the time.

The CDE has made the IDC (Improvement Data Center) LEA Drilldown Center, also referred to as the IDC data tool, available to help Targeted LEAs meet the CDE’s expectations in the Data Drill Down activity. It produces an array of reports specific to the LEA, and it produces more current reports if the LEA uploads newer California Longitudinal Achievement Data System (CALPADS) data into the tool. LEAs may access the tool through the System Improvement Leads (SIL) website at <https://systemimprovement.org> (see also caltan.info). Accepted usage of the IDC data tool requires that the LEA export and load data into the system. This could include end-of-year 2022–23 data and Fall 1 2023 census data, as well as any more current data that the LEA chooses to use.

Importantly, the IDC data tool generates the required disaggregated data reports listed above. If the CDE receives confirmation from SIL that the LEA has uploaded data to the SIL website, the CDE will require no further documentation regarding data report generation in the Data Drill Down activity.

If an LEA chooses to not use the IDC data tool, it is directed to otherwise demonstrate and submit evidence of thorough data analysis, including data disaggregation.

For Targeted Level 1 and 2 LEAs that did not utilize the IDC data tool, the SELPA will provide assurances that the LEA disaggregated its data into the above-listed subgroups and used that disaggregated data to generate reports on school-age and preschool performance elements, as applicable. The CDE will receive a list from SIL that confirms whether the LEA has or has not accessed and uploaded information into the IDC LEA Drilldown Center. The CDE will notify the SELPAs regarding Targeted Level 1 and 2 LEAs for which SIL has not confirmed use of the IDC LEA Drilldown Data Center.

Data Analysis: The CIM Team will engage in analysis of the gathered data and the data reports. The team’s data analysis and findings will reflect identification of patterns that impact areas needing improvement, and identification of areas of strength that could be used as leverage for potential improvement activities.

Summarization of Findings: Targeted Level 1 and 2 LEAs will submit their summaries to the SELPA. Regarding content of the summaries, see LEA Required Tasks, below.

LEA Required Tasks

Targeted Level 1 and 2 LEAs:

- Complete the Data Gathering component (see details above)
- Complete the Generation of Data Reports component (see details above)
- Complete the Data Analysis component (see details above)
- Complete a Data Drill Down summary that includes the following:
 - A list of quantitative and qualitative data sources used in the Data Drill Down, originating from both special education and general education, including:
 - Data potentially applicable to developing prioritized Problem Statements and their associated Root Causes for the LEA’s identification in Targeted Monitoring, Level 1 or 2.

- Data applicable to academic, placement (least restrictive environment–LRE), discipline, engagement, climate, and attendance elements.
- A statement regarding whether the LEA exported and loaded data into the IDC data tool and generated the required disaggregated reports.
- If the LEA did not utilize the IDC data tool to generate the required disaggregated reports, a statement as to whether the LEA otherwise generated the required disaggregated reports for the key applicable FAPE in the LER elements (see Generation of Data Reports in the Description section above) and submitted those reports to either the SELPA or the CDE, as applicable. Provide the date and method of submission.
- A summary of relevant findings and the data supporting those findings, including but not limited to findings and supporting data applicable to unmet Indicators/Elements.
- A summary of identification positive trends and patterns of concern from the findings.
- Submit documentation of the summarization to the SELPA by **July 10, 2024**.